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December 10, 1951

Mrs. Lauretta Schutte  
Blue Grass, Iowa

Dear Mrs. Schutte:

What are you going to do about having the library open on Monday afternoon, December 24th? It's entirely up to you, but I would suggest that you not try to do it on that day. Please send in your time sheet for December hours you work so that I get it not later than December 20. Include only the hours you actually work in December up to and including that date. Then on your January time sheet include the rest of December and all the hours in January up to and including the 24th of the month. Hereafter, your time sheets must reach this office on or before the 25th of each month so that the claims may be sent to the auditor's office on the 26th. That will make each check include a few hours of the previous month and not all hours of the current month, but it'll all come out even in the end, regardless; and we do have to have the pay claims in at the auditor's office by the 26th of each month in order to get paid on the 1st of the following month.

Would you like a children's story hour at the library on Saturday afternoon, December 22nd, at 2:00 o'clock? We have a Christmas film which runs for a  $\frac{1}{2}$  hour plus a couple recorded Christmas stories which together make up a program of about an hour's length. We are taking this program to Princeton & Le Claire Saturday morning, December 22, and would like to bring it to Blue Grass in the afternoon of that same day. It would mean heating the building, of course. Please let me know soon, so we can get out some publicity on it.

Sincerely,

Elizabeth B. Hage  
Librarian

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December 10, 1951

Mrs. Burdette Huston  
Princeton, Iowa

Dear Mrs. Huston:

Perhaps Mrs. Kleeburg has already spoken to you about the plan for bringin a Christmas story hour, including a Christmas film and a couple recorded stories, to Princeton on Saturday morning, December 22, at 9 o'clock. She was to see about arrangements for showing it at the school since there isn't room in the library station to accommodate the number of children who will surely turn out for such a program.

Can you get your time sheet for the hours worked up to and including December 20 in here to me by that date? It should include only the hours you will have worked up to that time. Then on your January sheet you will include those hours you worked after December 20 in December. Hereafter the time sheets must be here in this office not later than the 24th of each month, for I have to prepare the claims and get them turned in at the auditor's office on the morning of the 26th of each month in order for us to get paid on the 1st. That means that there will always be a few hours carried over from the previous month onto the current month, but it'll all come out even in the end.

What do you propose to do about being open on Monday afternoon, December 24th? It's entirely up to you; but I would suggest that you not try to have the place open on that day. I doubt that it would be worth your trouble.

Yours very truly,

Elizabeth B. Hage  
Librarian